Specifications for Annual Progress Reports and Final Reports Submitted to the Inventory and Monitoring Program

Southwest Alaska Network

National Park Service
Inventory & Monitoring Program
Southwest Alaska Network
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Anchorage, Alaska 99501

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Administrative, Interdisciplinary

Theme Keywords:
Reports, protocols, guidelines

Place Name Keywords:
Southwest Alaska Network

Acronyms:

AKRO	Alaska Regional Office
AKSO	Alaska Region Support Office
ARLIS	Alaska Resource Library and Information Services
CBE	Council for Biological Editors
GIS	Geographic Information System
HTML	HyperText Markup Language
I&M	Inventory & Monitoring (Program)
ITIS	Integrated Taxonomic Information System
NAD27	North American 1927 Datum
NPS	National Park Service
PDF	Adobe Portable Document Format

Initial Distribution:
Southwest Alaska Network Website - Guidelines

Revisions:

December 2004	Guidelines were reviewed by SWAN staff. Considerable revisions made.
December 2003	Revisions were made from AKSO guidelines to reflect formatting changes to reports. These format changes benefit bibliographic entry.

Table of Contents

INTRODUCTION

The purpose of natural resource inventories and long-term monitoring is to provide park managers with information in a timely and clearly defined fashion. Information is powerful only when it is transferred and used. Data summaries and annual reports provide an assessment of the condition of Park ecosystems. They also provide an early warning signal of ecosystem changes and allow managers and researchers to compare results. Annual and semi-annual reporting facilitates public education, outreach programs, and garners support for sustained funding of long-term monitoring. Final and interim reports are a requirement of the National Park Service and other funding sources.

Effective reporting requires a consistent format, defined time schedule, and an internal review process. The following guidelines will apply to all interim and final reports produced for the Alaska Inventory and Monitoring Program.

REPORT FORMAT

Annual progress reports and final reports should be organized to include the following sections and headings. Additional guidelines on report organization and language can be obtained by reviewing *Suggestions for the composition of technical reports in the natural-resource sciences,* Rockwell (1994).

Title Page
- Project Title [use title case and bold], must include names of the I and M Network, Park(s), state(s) and subject(s) of study (*see example, Appendix I*)
- Author(s) [first name, middle initial(s), surname; no professional titles or academic degrees
- NPS Report Series Number and/or Project Number [if assigned by designated NPS Key Official]
- Author's Organization Mailing Address
- Month/Year
- Contract or Agreement Number [include Supplemental Agreement Number, if applicable]
- Funding Source(s)

Second Page
- File name
- Recommended Citation
- Topics
- Theme Keywords
- Placename Keywords
- List of Acronyms
- Initial Distribution

File Name
Report files should be named in the following manner:
AuthorLastNameFirstInitial_YEAR_ParkCode_BriefTitle_version.doc

AuthorLastName = The first author's last name or the agency office (i.e., AKRO)
FirstInitial = First initial of the first author.
YEAR = Four digit year of the publication date.
ParkCode = Four letter park code
BriefTitle = Provide a descriptive, but brief title. Concatinate with capitol letters and no spaces.
Version = Date formated as YYMMDD, where DD is optional.
For example: MillerJ_2003_ALAG_FreshFishReprt_0312.doc

Electronic files of any type should not be named with spaces or special characters.
Final file name is subject to change by the I&M Program Data Manager, as needed.

Recommended Citation
Use name-and-year system citation format:

Name, Author T. Year. Project Title. Report Series Number. National Park Service.
    Anchorage, AK. 999 pg.

Topics
Include at least one topic and subtopic. This information will be used for data management purposes and report cataloging.

Topic	Subtopic
- Administrative	- Air
- Monitoring	- Biological
- Inventory	- Geological
- Synthesis	- Water
- Research	- Weather
	- Interdisciplinary
	- Sample Design
	- Information Management

Theme Keywords

Select terms to describe the common and scientific names of species, and subject of study (inventory, population dynamics, density estimation). Select terms relevant to the content of the report that will aid in bibliographic searches. Terms may include words used in the title.

Place name Keywords

Select place names to describe the geographic area. At a minimum, this should include Alaska, the name of the parks, and the network.

List of Acronyms

Include a list of acronyms used in the text for easy reference. All acronyms should be spelled out when initially used in the report.

Initial Distribution

List the initial distribution of the report, such as the receiving NPS office, the Alaska Resource Library and Information Services (ARLIS), and websites. This list may be supplemented by the Network Staff.

Abstract
- Length should not exceed 250 words.
- Briefly but concisely identifies the authors objectives and methods, lists the principle results and states the major conclusions.
- Includes scientific names of major organisms.

Executive Summary
- Length should not exceed 10% of the document.
- The Executive Summary differs from the Abstract by conveying to the reader the significance of the report and what the reader is expected to do. It should include key results and recommendations.
- This section is often removed from the report and used by the Park Superintendent to inform legislators, the general public, park staff, regional, and Washington Office staff of the completion and results of the study. Authors should consider this audience when preparing an Executive Summary and assure that its contents stand alone as a "condensed report."

Introduction
- Briefly but concisely outlines the topic of the report. Include background and previous work, if related.
- States the reason for the study, inventory, or monitoring effort.
- Concludes with listing of the objective(s).

Methods and Materials
- All materials, software, and methods must be described in a level of detail that would allow someone else to repeat the investigation or inventory.
- State the period of the study or inventory.
- Give the location and a description of the study area or monitoring sites
- References standard procedures; if described, descriptions of standard procedures are summaries.
- List statistical procedures used and rationale.

Results
- Present a systematic description of results in the same order as the description of methods.
- Do not include descriptions of iterations of methods, discussions, or conclusions
- Acknowledge differences at $P \leq 0.05$ or at an otherwise stated level of significance.
- Summarize contents of each table in one to three statements, followed with the table number in parentheses. Include table and figure captions as outlined on page 4.

Discussion
- Focuses on the purpose of the study.
- Addresses the objectives.
- Presents the principles, relations, and generalizations that the results revealed.
- Points out exceptions or lack of relations and defines unsettled points.
- Shows how results and interpretations agree or contrast with those in previously published works.
- Presents a tightly reasoned argument in clear language and in a logical sequence.

[New or continuing projects may not always have tangible results to report. In this case, a section entitled **Progress** may be used in lieu of Results and Discussion heading(s).]

Plans for Coming Year
- Progress Reports must include a section that identifies work planned for the forthcoming year.
- This section may also include **Recommendations,** such as suggestions from the authors for improvements in training, logistics, survey schedules, or other information useful to park support staff or investigators conducting similar field work.

Acknowledgments
Only direct help with research or writing is acknowledged. Acknowledgment of keyboard operators, illustrators, editors, and reviewers is discouraged. However, financial support for the work may be acknowledged here. Only forename initials with the surname are given. Professional titles or academic degrees are not included.

Literature Cited
On a new page, provide complete name-and-year system citations in alphabetical order for published literature referenced in the report.
For example:
Handel, C., and R. Gill. 2001. Black Turnstone (*Arenaria melanocephala*). In The Birds of North America, no. 585 (A. Poole and F. Gill, eds.). The Birds of North America, Inc., Philadelphia, PA.

Appendices
Provide any necessary appendices, such as standard operating procedures, summary tables, species lists, maps, etc..

ORDER AND CONSTRUCTION OF PARAGRAPHS

The paragraphs under each heading or subheading must be in a recognizable order. Common types of order (Hacker 1991) are by chronology or by another scale of time, by space, or by complexity. Whereas the methods and results are best described in chronological order, the components of a discussion may best be given in order of complexity. Logic also frequently dictates the order of paragraphs-notably in introductions (which explain the reasons for a study) and in discussions (which set forth arguments).

Use paragraph headings and subheadings descriptive of the text matter to which they apply and use no more than three categories or levels of importance. First-level headings are in upper-case letters, are left-justified, and may be in bold type. Second-level headings also are left-justified but only the first letter of each word is upper-case. Third-level headings also have the first letter of each word upper-case, but are indented five spaces, underlined or italicized.

For example:

Most important: **FRESHWATER LAKES**
Second most important: **Lake Clark**
Third most important: ***Hardenburg Bay***

All bulleted items must be indented one tab space and should be on the same page when possible. Avoid the use of underlined text except for internet, e-mail links, and other special text.

CONSTRUCTION OF TABLES

A properly constructed and oriented table is reader friendly and eases the comprehension and the comparison of data. Each table must stand independently from the rest of the paper (CBE Style Manual Committee 1983). For this reason, the table must include the location and dates of the study, scientific names of organisms, and other pertinent information. Units of measure should be stated under table headings.

FIGURES

Like tables, figures must stand independently from the rest of the paper (CBE Style Manual Committee 1983), and each figure caption must include the location and dates of study, scientific names of organisms, and other pertinent information. Whether figures are line drawings or photographs, they must be originals and of professional quality. The lettering style in a series of line drawings must be uniform. Hard copies of

computer-generated figures must be accompanied by a diskette (or CD) and identification of the software.

Measurement Units--
- All measurement units must be metric.
- Include U.S. equivalent measurements parenthetically in the Abstract and in the Executive Summary.
- Use abbreviated standard units of measure when with a numeral, whereas, units of measure are to be spelled out if no quantity is given (e.g. "10 m" or "...meters").
- Retain only the final unit of measure in a series (e.g. 10 to 15 kg).
- Use a "/" for ratios with numbers (e.g. 10 muskoxen/ha) but use "per" for ratios without numbers (e.g. muskoxen per hectare).

Numbers--
- Numbers from one through nine are written out; numbers above nine are expressed as numerals except when first word of sentence. Ordinal numbers (e.g. second, 23rd) are treated the same.
- Physical measurements (length, width, distance, area, volume, decimals, percentages, degrees, symbols, latitude/longitude, fractions over one) and time (days, years) are always expressed as numerals.

Coordinates—
- Express coordinates as latitude and longitude in decimal degrees, followed by the datum. For example: 58.345678N; 149.123456W, (NAD83)

Maps—
Maps should include a minimum of the following features:
- Title
- Legend for necessary map features
- Data source and date of source
- Date and author/organization of the map production
- Projection and datum
- North arrow

Taxon Names--
- The NPS has adopted ITIS (Integrated Taxonomic Information System) as its standard for taxonomy and nomenclature, and all scientific names should follow that standard. See http://www.itis.usda.gov/plantproj/itis/index.html
- Use common species names of plants and animals initially followed with scientific names parenthetically; thereafter, only the common name is necessary.

COMPUTER SOFTWARE AND PAGE FORMATTING

File Format

The Microsoft Word *.doc* file is the NPS standard for word processing and all reports and documents must be delivered in MS Word/Excel electronic format as specified. Files will be converted to PDF format by the Network Staff, after cataloging information has been added. Use Tahoma 12 pt font and double-space draft final reports and single-space final reports. All linked images and figures must be attached with <u>relative</u> links to the document, for example "\photos\moose_calf.jpg". Each numbered page should include a header that lists the report title (can be abbreviated), date, and name of the inventory and monitoring network.

SUBMISSION PROCEDURE AND TIMELINE

Submit draft and final reports in digital format and hardcopy. Draft reports will undergo internal review and final reports external review. The Network Coordinator will review and seek additional review from other NPS and external scientists to ensure quality reporting. The Network Coordinator will ensure that the review follows standards developed by the Inventory and Monitoring Program. Comments and recommended changes will then be returned to the author(s) for consideration and preparation of the final report.

LITERATURE CITED

CBE Style Manual Committee. 1983. CBE Style Manual: a guide for authors, editors and publishers in the biological sciences, 5th edition. Council of Biology Editors, Inc., Bethesda, Md. 324 pg.

Hacker, D. 1991. The Bedford handbook for writers. Bedford Books of St. Martin's Press, Boston, MA 689 pg.

Rockwell, E.D. 1994. Suggestions for the composition of technical reports in the natural-resource sciences. National Biological Survey Fish and Wildlife Leaflet 1 9. 34 pg.

National Park Service. 2004. Editing Reference Manual, Denver Service Center. 100 pg. Online version available at (last visited December 2004):
http://workflow.den.nps.gov/staging/5_ProjectPlanning/editing_manual_june_04.pdf

APPENDIX A
Example of Title Page and Second Page

**Baseline Water Quality Data Inventory and Analysis
Southwest Alaska Inventory and Monitoring Network**

Jane E. Doe
National Park Service
Alaska Regional Office
240 West 5th Avenue
Anchorage, Alaska 99501

August 2002

National Park Service
Southwest Alaska Network
Inventory and Monitoring Program

NPS Report Series Number: NPS/AKRSWAN/NRTR-2002/01

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File Name: DoeJ_2002_SWAN_BaseWaterQualityInvRept_999999.doc

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> Doe, Jane E. 2002. Baseline water quality data inventory and analysis, Southwest Alaska Inventory and Monitoring Program. NPS/AKRSWAN/NRTR-2002/01. National Park Service. Anchorage, AK. 80 pg.

Topic(s):
Inventory, Water

Theme Keywords:
water quality

Placename Keywords:
Alaska, Southwest Alaska Network, SWAN, Lake Clark National Park and Preserve, LACL, Katmai National Park and Preserve, KATM, Alagnak Wild River, ALAG, Aniakchak National Monument and Preserve, ANIA, Kenai Fjords National Park, KEFJ, Johnson River, Resurrection River, Brooks Camp, Surprise Lake

Acronyms:
GIS	Geographic Information System
I&M	Inventory & Monitoring (Program)
ITIS	Integrated Taxonomic Information System
LACL	Lake Clark National Park and Preserve
NPS	National Park Service
SWAN	Southwest Alaska Network

Initial Distribution:
- Lake Clark National Park and Preserve – 1 hardcopy, 1 electronic
- Katmai National Park and Preserve – 1 hardcopy, 1 electronic
- Kenai National Park– 1 hardcopy, 1 electronic
- Southwest Alaska Network – 1 hardcopy, 1 electronic
- Alaska Resource Library and Information Services (ARLIS) – 4 hardcopies, 1 electronic